



ATOSPlus

Your Guide to *ATOSPlus*

(or, "Everything You Need to Know to Keep the Alligators From Biting")

Your Guide to ATOSPlus

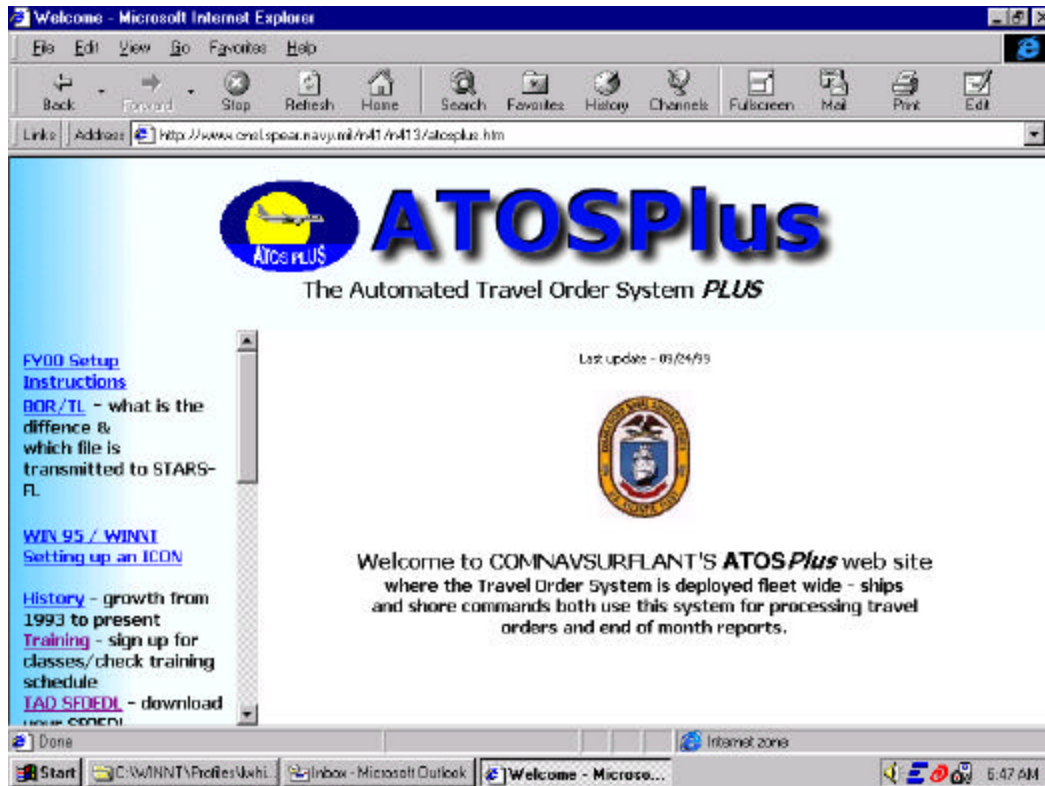
I have put together tidbits of guidance that I have written over the years as the **ATOSPlus** software grew and was enhanced. The guidance provided in this somewhat short but detailed pages, if followed, will be everything that will keep you out of "trouble" and keep your command's TAD OPTAR running smoothly.

1. **ATOSPlus Web Site** - Where to go to download Per Diem Tables, SFOEDLS, find a host of other helpful brochures and information.
2. **Guidance for the Novice Travel Order User** - Using the Order Writer, Budget Management and Administration Functions (Per Diem Table update, backups, etc.)
3. **Order Writer Setup** - The 3 "levels" used in the Order Writer and which level to go to make a "default" change (i.e. Authorizing Official, lines of accounting, etc.).
4. **Commonly Used Screens in the Order Writer** - Using shortcuts and codes used in the Order Writer.
5. **How to Change an Order Correctly** - There are certain steps to change an order correctly and if not followed, the order will never be reported.
6. **Directions for End of Month Reports/ BOR/TL** - Step by step instructions on processing your reports and what to do with them.
7. **Misconception of the BOR and TL** - The IMPORTANT difference between the two and these files need to be handled.
8. **Guidance for Extracting TLS** - Ever been contacted and informed your TL is missing? Easy steps to remedy this situation.
9. **Transmitting TLS via WinSALTS** - Directions on transmitting your file/s to STARS-FL. Good directions to print and give to your SALTS operator so the correct file/s are sent.
10. **Directions to Save SFOEDLS Transmitted via WinSALTS** - Another set of directions you can give your SALTS operator. Guides the SALTS Operator on saving and downloading the SFOEDL file that is transmitted once a month that your ATOSPlus is dependent upon processing. Unfortunately, you can't shove that stack of paper that Supply gives you into your computer!
11. **SFOEDLS & UOLS on the Internet & Processing SFOEDLS** - How to download the SFOEDL file off the Internet yourself when SALTS deletes your file. Some SFOEDL processing guidance too.
12. **Running ATOSPlus on WinNT Systems** - There are certain system file changes that need to be in place for ATOSPlus to function normally under WinNT. Recommend your ADP people do these changes for you.
13. **LOK File Problems & Solutions** - Another ADP issue if you come up with error messages dealing with LOK files. All this amounts to are your "permissions" setup by your ADP people on your LAN software.

ATOSPlus Web Site

SURFLANT maintains a web site exclusively devoted to supporting the Travel Order program ATOSPlus. Also on this site, there is valuable guidance in the creation and transmission of Transmittal Letters (TLS) for Supply.

URL to the web site: <http://www.cnsl.spear.navy.mil/n41/n413/atosplus.htm>



ATOSPlus users will find a host of information including up to date Per Diem Tables, SFOEDLS, training information/schedule, informative brochures, mileage link, link to SPAWARSSYSCEN Chesapeake's ATOSPlus web site and more.

Supply personnel will find SNAP procedures for creating and downloading Transmittal Letters (TLS) and guidance for creating the "Perfect Budget OPTAR Report" (BOR). This information is available in two formats - Adobe PDF file and HotSend file. Both files can be viewed here on the web site or downloaded to your own computer for future reference and printing.

ATOSPlus

Guidance for the Novice Travel Order user

November 1999

This document has been created to assist the new user or even the experienced ATOSPlus user in all phases of the Travel Order System, which is requirement for SURFLANT commands to report TAD obligations.

The latest version of the program is 5.4.3. If you are not currently using this version, you need to contact SPAWARSCEN Chesapeake, VA for a copy of the software. Phone 757-523-8825 or DSN 565-8225. Every SURFLANT command was mailed a copy the week of September 20th, 1999.

The subjects below I feel are the basics which once a user is familiar with, can properly maintain their command's TAD budget, stay within their allotted grant, and fulfill all financial requirements:

I. ORDER WRITER

- Navigation Keys
- Setups
- How to make a change to an order
- Printing orders
- Reimbursable orders

II. BUDGET MANAGEMENT

- Your TAD OPTAR Grant - how to setup your budget
- Canceling an order
- Settlements
- End of month reports
- SFOEDLS

III. ADMINISTRATION MENU

- Backups
- Per Diem Tables
- Flag Reset Utility

I. ORDER WRITER

NAVIGATION KEYS - Utilizing the screen designators is the most efficient way (short cut) to navigate (move) around the Order Writer from one level to another level, or from one screen to another screen within the same level. Some frequently used short cuts:

- SS01** - move from one level to another
- PF02** - enter a travel order (level 1)
- PF03** - process a travel amendment (level 1)
- FM02** - personnel maintenance, add/delete information (level 1)
- PF04** - assign a tango number/line of accounting (level 2)
- PF12** - process a direct cite order (level 2)
- RF03** - print a selected travel order or a range of travel orders (level 2)
- RF19** - view on the screen or print a list of all cost and no cost orders, a variety of sorts available for this function - date range, name, all, SDN order (level 2)

SETUPS - ATOSPlus has 6 levels within the Order Writer. We are only concerned with 3 levels within the Order Writer for our use. Each level has pertinent setups containing "defaults" which relate to your orders. Not all setups will be discussed, only the ones I feel may be helpful or are important to know. Remember, the setups are "defaults" and most defaults can be overwritten when originating or changing an order.

LEVEL 6 - System Administration - preset password of "NCSSA", if nobody prior to you has changed it.

FM72 - Default Codes and Options. Contains your Travel Order# on the last line, this is addressed every year to change the fiscal year.

FM04 - Remarks Data. Enter codes/repetitive information. An example would be "File travel claim within five working days upon completion of TAD. Failure to do so may result in a pay checkage". Neat place to set up paragraphs that can be inserted on specific orders by using the code. Formats the information on the orders for you so you don't have to type the information again and again. You can use letters or numbers for the codes.

LEVEL 1 - Order Originator

FM72 - Default Codes and Options. Several items can make life easier. First option is the Remarks Data. These are the neat little phrases, paragraphs, or whatever you have added in level 6 - FM04, such as "File Travel Claim within....." and any other information you may want to format on the orders. Remember, this is a default and can be changed at the time you are processing the orders. If you want to add or take one of your codes off, you can do it when you process the orders.

The return location can be used just to input the ship's name so you are always leaving and then returning to the ship. When prompted to fill in a default location answer "N" and you can then type in the block for the location, your ship name or command name. Or, if you do select a return location, you can type overtop the city name with the ship name. Just a suggestion, you do not have to do it. You can leave a city, state.

LEVEL 2 - Funds Administrator

FM03 - Common Info Data. This is one option, which is addressed each fiscal year for a change in your setups. There are several types of information that is handy to know where it is located. AC - accounting lines, AU - authorizing official (who signs the orders, you can have multiple names and then select which one will sign the orders at the time of processing the orders. Remember the subhead has changed to 60BA vice 60BS from previous years. An **example:** AA1701804.60BA 000 00060 0 060951 2D 0TN# ****V11111SM

The above is only an example!

FM08 - Budget Data. Another option that is addressed each fiscal year for a change in your setups. The Budget Codes that are entered are then related to the line of accounting such as:

CONFER	"Q" fund code/line of accounting (BQ, MQ, SQ, WQ)
EMRVL	"Q" fund code/line of accounting
HOSEL	"Q" fund code/line of accounting
LEGWT	"Q" fund code/line of accounting
SITEVS	"Q" fund code/line of accounting
SPTRL	"Q" fund code/line of accounting
SURFTR	"M" fund code/line of accounting (BM, MM, SM, WM) - the only budget code charged to this fund code/line of accounting

The budget codes are what drive the lines of accounting (LOA). When you select SURFTR, the line of accounting should have the "M" code at the end of the LOA. If HOSEL or EMRLV is selected, the line of accounting will have the "Q" fund code at the end of the LOA.

FM12 - Standard Document Ranges. Another option that is addressed each fiscal year for a change in your setups. Your "Tango Number" resides here. Your tango number consists of 5 characters, normally with 2 alpha characters and 3 numbers (i.e. LW001). Hopefully, you should know what your tango number should be.

This is the screen where you can add a NO COST source document range.

CHANGING AN ORDER - When you have assigned an order a tango number and need to make a change (and, you have not imported the order into Budget Management):

1. Make the change in level one as necessary. When prompted with "Do you want to fund Changes to this travel order now? (Y-N), say "Y" for YES.
2. You will be prompted for your Level 2 password.
3. You will be taken to the funding screen and the cursor will be at the Action Block. Enter a "D" for Delete, then press [Enter] - the budget code pops up which you had originally funded the orders - then press [Enter] again. You will be prompted with a line at the bottom of the screen which will prompt you with "Funds APPROVED for Deletion as Shown (Y-N)? - enter "Y" for YES.
4. You will then be prompted with another message Perform ADDITIONAL Funds Approval (Y-N-or-X)? - enter "Y" for YES.
5. You will be back at the Action Block where you will type in "A" for Add and then select the budget code which will fund these orders. Press [Page Down] and answer appropriately.

PRINTING ORDERS - Did you know that you can always go back and print an order, or maybe a range of orders? Log into the Order Writer with a level two password. In the Function block, enter "RF03". This takes you to the "Print Travel Order" function. You will be prompted with the individual who will sign the orders. Select as appropriate. Follow prompts on the screen. You have 4 options:

- [A] - print all Outstanding Orders which means all orders that have never been printed.
- [R] - print a range of orders such as LW008 through LW018.
- [S] - print a select order (one order)
- [E] - exit

REIMBURSABLE ORDERS - Have you ever been sent a funding document and you haven't the slightest idea what to do with it. Looks Greek to you, right? It is actually money that is given to your command to send personnel or a single individual on TAD for a special mission or school.

There are several setups that have to be done in order to accommodate the orders you will be processing using this funding.

1. Select option #4 - Administration Menu. Select option #4 - ATOS*Plus* Setup. No changes need to be made on the first screen so press the [PageDown] key and answer "N" for NO Changes.
2. On the second screen, the first column on the left hand side which say "Reimb Orders (Afloat)", change the "N" to "Y". Press the [PageDown] key and answer "N" for NO Changes and then "Y" for YES to save changes.
3. You will then be prompted to update Reimbursable Fund Codes, enter "Y" for YES. Press [Ctrl] [N] to create a new one. Enter A1 - FZ for the range. Press the [Tab] key to move to

the Fund Code and enter the Reimbursable Fund Code which will be one of the following, depending on the type command: SA (active duty ships), BA (Commands & Staff), MA (reserve ships), WA (special forces). Press the [Tab] key again and then enter the subhead, which most will be 60BA. Hopefully, if yours is different, you will know! If not, look at the document that was sent to you. It will show the entire line of accounting (LOA), where you can see the subhead.

4. Once finished with subhead press the [Esc] key to complete and save the changes.
5. You will now select the Order Writer where we will do several setups. Log in with a level two password.
6. Once inside at level two type "FM03". Here we will set up your Reimbursable LOA.
7. Enter "AC" in the record type, enter "REIMB" in the identifying code block, naturally "00" for fiscal year and "A" for Add in the Action block.
8. Enter the LOA as if for your own except the very last two characters will be your Reimbursable Fund Code which will be "SA", "BA", "MA" or "WA" depending on your type of command. If needed, at this screen enter "AC", leave the identifying code and fiscal year blank and in the Action block, type in an "L" for List and send it to the screen so you can see what your current lines of accounting look like. Remember, in the Travel Order block you will type OTN# and then in the Cost Code block, enter ****V+your UIC then the Reimbursable Fund Code.
9. Once you have your LOA in place, press the [Enter] key to the bottom and type in "FM08" where you will add the Budget Code for your Reimbursable Orders.
10. Enter "REIMB" in the Budget Code block, fiscal year "00" and "A" for Add in the Action block.
11. In the Accounting Code type in "REIMB" (since this is what we named the reimbursable line of accounting), press [Enter] to the Description and enter "Reimbursable Funds", and then press the [PageDown] key and answer appropriately.
12. Last step in the Order Writer, press the [Enter] key to the bottom of the screen and type in "FM12". This will take us to the Source Document Range.
13. In the Identifying Code block type in "REM-(the RCC code from your document, normally a combination from A1-FZ, ie. "AC", etc. - look at your document for this), "00" for fiscal year and then the Action will be "A" to Add.
14. Press [Enter] to the Description and type "Reimbursable Orders - "AC" (or whatever your RCC Code is).
15. Type in the RCC+000 (ie. AC000) for the Beginning Sequence, type in the RCC+999 for the Ending Sequence (ie. AC999) and finally at the Current Number, type in RCC+000 (ie. AC000) so the first order will be your RCC+001 (ie. AC001).
16. Press the [PageDown] key and answer appropriately.
17. Press the [Enter] key to the Action block and type in "QUIT" - this will take you directly out to the Main Menu where we will set up the Budget portion of your Reimbursable Orders.
18. Select option #2 - Budget Management. Once in Budget Management press [Alt] [B] for Budget.
19. Select OPTAR Grant, Add, Reimbursables and then your RCC code. Enter the money amount in the appropriate quarter you have received the money for. Reference the document number. Press the [PageDown] key and answer appropriately.
20. Press the [Esc] key twice. Select Fund Code, Add, enter your fund code (BA, MA, SA or WA) and then your RCC code.
21. Enter the money in the appropriate quarter, reference the document number and then press the [PageDown] key and answer appropriately.

If you receive any more Reimbursable Documents, you will only have to do steps 15 through 21. And, if you receive more money for one of the Reimbursable Documents you may have already had, but for another quarter, all you will have to address is steps 18 through 21 to add the funding.

II. BUDGET MANAGEMENT

YOUR TAD OPTAR GRANT - COMNAVSURFLANT sends out the annual funding message prior to the start of a new fiscal year. You will take note that your funding is broken down by quarters. At the beginning of the new fiscal year, you will select #2 - Budget Management and set up your TAD OPTAR Grant by:

1. [Alt] [B] will bring down your Budget submenu.
2. Select OPTAR Grant, Add, Subhead 1 (most of COMNAVSURFLANT commands are this subhead, hopefully if yours is different, you should know it).
3. Enter your first quarter allocation in the Planning Figure block. Reference the CNSL message where you took this information from. You will take note the line above the Planning Figure says "Year-to-date". You will only add one quarter at a time in, not all quarters! When the second quarter rolls around, you will add it here and so on.
4. After you answer appropriately, press [Esc] twice and then select Fund Code, Add and then enter your training fund code (remember this is your "M" fund code - BM/SMMM/WM). Decide how you are going to split your quarter's money between your "M" fund code and "Q" fund code. If you are going to be in port mostly for this quarter, allocate the majority of your money here. Be sure to save a portion for your "Q" fund code. You need to have allocated money for both fund codes unless you specifically only use one fund code. There are several COMNAVSURFLANT units (shore) that only use one fund code. But for ships, both are normally used.

If you ever receive a "Missing Budget Report", this is a clue that you have not allocated money in the quarter for the fund code/s on this list. If you have allocated all the money to just one fund code you may need to take some money from that quarter and allocate it towards your other fund code (the one you have orders on a Missing Budget Report). To do this, select Fund Code from the Budget submenu, then Add. Enter the fund code you wish to take some money from. Type in a minus sign and then the amount you wish to take and allocate to the other fund code (example -2500). Press [PageDown], answer appropriately. Next select Fund Code, Add and enter the fund code you wish to allocate this money to. Enter the amount in the appropriate quarter. You can always move money from one fund code to another.

CANCELING AN ORDER - If you need to cancel an order, you must first import this order into Budget Management. Select option #2 - Budget Management. Once at the Budget Management screen, select [Alt] [O] for Orders, from the submenu select Import and follow the prompts.

Once the order has been imported, select Cancellation, Add, enter the Tango number. Follow the prompts on the screen.

This is the only place you should cancel an order. It is important that you have a record of your orders in Budget Management in sequential order. Even if you cancel an order, it will still show but will show as a status of cancelled.

SETTLEMENTS - An intricate part of the process. Settlements are crucial to your system and should be entered as soon as the traveler receives a liquidation. You need to impress upon your Disbursing Office that you need a copy of every settlement that comes from his/her office.

Settlements will either credit your TAD OPTAR if the settlement was less than originally obligated, or allocate more money for the obligation if the settlement is higher than what was originally obligated.

To enter a settlement:

1. Select option #2 - Budget Management. [Alt] [O] for Orders.
2. Select Settlement, Add, enter the Tango number.
3. Follow the Disbursing Summary Sheet to enter the DOV, date paid, DSSN, etc.
4. If the settlement is less than what was obligated for the orders, you will be prompted if you want to create an adjustment. Of course you do, enter "Y". A credit will go out on your next end of the month reports.
5. If the settlement is more than what was obligated, you will be prompted if you want to create an adjustment. Here again you would enter "Y". You need to send in extra money to cover the payment.

END OF MONTH REPORTS - Procedure for your TL/BOR:

1. Select Budget Management (#2 from Main Menu).
2. [Alt] [O] for ORDERS.
3. IMPORT your cost orders for the month. After IMPORT is complete, check to ensure all your orders did IMPORT - if you issued 10 orders, select OBLIGATIONS, then BROWSE to actually see they are there. If you are missing any, you will need to reprocess in the Order Writer, level two password - go screen "PF04".
4. If satisfied that all orders have successfully imported, POST TOTALS. If you receive a "Missing Budget Report", you do not have funds allocated in the quarter for the particular fund code/s - check your Budget setup.
5. Finally, select REPORTS - TL/BOR Rpts. The last three reports are not necessary and can be "unchecked" by using your arrow key, highlight report and press the space bar - this is a toggle (on/off). As long as the first two selections have a ✓ (check mark) by them, proceed and select PRINT - you will need a blank formatted disk in your floppy drive.
6. You'll be prompted for the floppy drive where you want your reports to be placed (usually A:, to accept default just press [Enter]). You will also be prompted for the floppy drive where you want your BOR transferred to, once again answer appropriately. It will also ask you for the month and year.

When you do your end of the month reports, ATOSPlus creates the reports and then transfers them to a floppy diskette. You need to take the disk to your SALTS operator and have the operator send the file named ZX0XXXXX.1 to STARS-FL via WINSALTS (XXXXX = your UIC). It is the same way that Supply transmits their financial reports three times a month. If you have done any cancellations for a prior fiscal year, you may have another file which would be transmitted too - such as ZX9XXXXX.1. That would be for FY99 by the "9" after the first two letters "ZX". Do not let them transmit the file name of Z99XXXXX.TXT. This is a summary and would cause big problems in STARS-FL! Only the files starting with "ZX". That is the way your obligations actually post in the STARS-FL system.

Please, give a copy of this guidance to your SALTS operator so the operator will know which file/s to send to STARS-FL via WinSALTS!

SFOEDLS - Summary Filled Order Expenditure Listing. You wonder what this all amounts to, right? Think of this as your checking statement. Your Ledger is your checkbook and the SFOEDL is just a check balancing.

If your command has a SALTS address (every SURFLANT command should have one, if you don't, you need to contact us and let us know), this SFOEDL file is transmitted once a month to your SALTS inbox whereas the SALTS operator downloads to your command's SALTS incoming directory. The SFOEDL comes in as a STARS file and should be saved to a floppy

disk and given to you for processing in the ATOSPlus system. If your SALTS operator is not doing this, you need to educate him/her.

If you are not successful in receiving your SFOEDLS from your SALTS Operator, you can always go onto the Internet and download it yourself. URL to download your SFOEDL:

<http://www.salts.navy.mil/ftp/pub/stars/>

III. ADMINISTRATION MENU

BACKUPS - The system will warn you every week to perform a backup and then if not initiated after 30 days, will lock the program and force you to perform a backup. This is done for your own protection. Backups are extremely important!

Use at least two disks and rotate them. This way, at least one of the disks has to have a good backup file on it. Sometimes disks become fragmented and you may receive a data read error. That is a good indication that you need to trash the disk and get a fresh one.

If your system goes down, you should have a backup to restore and only have minimal information to reprocess into the system. The original software can always be reloaded, but, if you do not have a recent backup, you are in trouble. Current and prior fiscal year information may not be able to be restored. Besides, you don't want to have to re-enter all that information, do you?

Backups can always be sent as an attachment via email if you really are having a problem. The backup can be sent to SPAWARSYSCEN or myself for assistance.

PER DIEM TABLES - These tables are available on the Internet at either the SPAWARSYSCEN or COMNAVSURFLANT web sites:

<http://www.cnsl.spear.navy.mil/n41/n413/atosplus.htm>

<http://www.massolant.navy.mil/atos/atos.htm>

It is important to download the tables update your system every month. This will keep your system up to date and hopefully, will never under obligate orders. Once you download the tables, select option #4 - Administration Menu, then option #6 - Update Per Diem Tables.

FLAG RESET UTILITY - If for some reason you import your orders and one or more orders do not import, you may want to use this utility and change the flag setting and then try to import the orders again.

Select option #4 - Administration Menu, then option #9 - Flag Reset Utility. It will prompt you to view the directions, enter "N" for No. Next prompt will be for a password, enter your level two password.

Your SDN should be displayed, press [Enter] and type the tango number of an order you wish to change the flag. Leave the last block blank and press [Enter].

You should see a flag and explanation of the flag setting highlighted. Enter [D] and then press the [Enter] key. This will reset the flag to a "D" which will allow the order to import into Budget

Management. That is, if there is money associated with this order. If there isn't any funding for the order, it will not import.

Leave the tango number blank and press [Enter] twice to exit the Flag Reset Utility.

If you just do the items outlined above, these are the essentials that will keep your command's TAD OPTAR in good financial standing!

Directions for Removing Money from your TAD Budget OPTAR

Your BOR message states FYTD Grant - Fiscal Year to Date, not the entire year (unless it is actually the end of the year)! Adding your entire budget tends to make one overspend your quarterly allocation.

One thing to remember, when you ADD money to your Budget, you start at the top and go down (Budget, then Fund Code).

When you want to SUBTRACT money, you need to start at the bottom and go up (Fund Code and then Budget).

- Select option #2 - Budget Management from the ATOSPlus Main Menu.
- Once inside at Budget Management, press [Alt] [B] for Budget.
- From the Budget Menu, select Fund Code and then select Browse.
- Press [F6] to print out your Fund Code Grant Report.
- Press [Esc], select Add - you are prompted to enter a fund code. Look at your print out of the Fund Code Grant Report. Enter the first fund code you wish to remove money from a quarter/s.
- Press the [Enter] key to move to the quarter where you wish to remove it, type in the amount with a minus sign in front of it (ie. -3,500 which would remove \$3,500).
- If there is another quarter that has money for this particular fund code, move to that quarter and type in the amount, once again with a minus sign preceding it.

Do this for however many quarters you need to remove money from.

If you have allocated money for another fund code, do the same to remove money from the quarters you have allocated money for this fund code.

- Once you have completed the Fund Code section, press [Esc] and then select OPTAR, Add, Subhead 1 (most will be this subhead, hopefully you will know if it is not - if you truly do not know, ask).
- Enter the entire amount of money you wish to remove with a minus sign preceding it (ie. -12,500 which would remove \$12,500). Press [PageDown] and answer appropriately.

ATOS Setup

Follow these easy steps to set your system defaults. This is a one time process and only minor changes may be required later. Instead of proceeding through menus and submenus, a more direct approach is taken by entering a screen designation as will be shown below. At the Function prompt, you will enter the screen designation which will consist of two alpha characters and two numeric digits. All the screens reviewed on this page begin with FM (stands for File Maintenance) .

LEVEL 6 <u>System Administrator</u>	LEVEL 1 <u>Requester</u>	LEVEL 2 <u>Authorization</u>
FM71 - Hardware & Report Printer/reports setup	FM71 - Hardware & Report (should be same)	FM03 - Common Info Data Requesting/Approving/Authorizing Official Lines of accounting
FM72 - Default Codes & Options Y,Y,Ship or Hull#,N,Y,Y,N,Y,Y,Y,S1,60951 YOUR UIC, MCPS,STDARD,V <u>XX</u> TO (XX=FY)	FM72 - Default Codes & Options	FM08 - Budget Data SITEVS , SURFTR , HOSEL EMRLV , CONFER, etc.
FM73 - Purpose Categories, Remarks Most used code such as "S" or "T "	FM73 - Purpose Categories, Remarks	FM12 - Source Document Sequence Tango Number Ranges
FM04 - Remarks Data TRAVEL CLAIM MUST BE FILED, etc.	FM74 - Military Default Values	FM71 - Hardware & Report Configuration /setup print Travel Claim
FM74 - Military Default Values COMNAVSURFLANT INST 1320 (Series)	FM75 - Per Diem Calculation Values	FM72 - Default Codes & Options (01,RQ,AP,AU)
FM75 - Per Diem Calculation Values		FM73 - Purpose Categories
FM06 - System User ID Data Level I & II user passwords		FM74 - Military Default Values
		FM75 - Per Diem Calculations

Suggestions - Tips:

FM04 (level 6) - add your different extra remarks here to format on your orders, save typing. Example: "Upon completion of TAD file a travel claim within 5 working days ". You can add numerous remarks here.

FM03 - add/change Authorizing Officials here

FM71(level 2) - set up system to print out travel claim to attach to the orders so traveller can annotate as he/she travels instead of trying to recall dates/times, etc.

COMMONLY USED SCREENS IN *ATOSPLUS*

Navigating around in the Order Writer is much easier if you know the screens (or we will call them short cuts).

PF02	Originate a travel order	Level one password
PF03	Process travel order amendment	Level one password
FM02	Personnel maintenance	Level one password
SS01	Security screen, change to a different level without exiting the order writer	All levels
PF04	Assign tango number & line of accounting	Level two password
PF12	Process Direct Cite orders	Level two password
RF03	Print travel order/s	Level two password
RF19	View or print list of all orders processed (cost and no cost)	Level two password

BUDGET CODES

Budget Code	Description	Fund Code
SURFTR	Surface Training	"M"
DNECTR	DNEC & BST	"M"
MISCTR	Miscellaneous Training	"M"
CONFER	Conferences, Scheduling, OPS	"Q"
MEETIN	Meeting, Seminar, Workshop	"Q"
SITEVS	Site Visit, Technical Assistance	"Q"
RELOCA	Relocation	"Q"
AUDITS	Audit or Inspection	"Q"
RECRUI	Recruiting	"Q"
SPECIA	Special Mission	"Q"
EXPORT	Exportable Training, Presentation	"Q"
EMRLV	Emergency Leave	"Q"
HOSEL	Hospitalization/Medical Treatment	"Q"
LEGWT	Legal Witness	"Q"
SPTRL	Shore Patrol	"Q"
ROHHP	Return to Homeport	"Q"

PURPOSE CODES

Code	Description
T	Training
C	Conference
E	Emergency Leave
H	Hospital/Medical Treatment
S	Site Visit/Technical Assistance
M	Other
O	Speech/Presentation
P	Relocation-PCS
R	Audit/Inspection
B	Local Travel
I	INFO Meeting
N	No Cost Orders

DEPT CODES

CODE	DESCRIPTION
ADMIN	ADMIN/PERSONNEL
ENGR	ENGINEERING
DECK	DECK
OPS	OPERATIONS
SUPPLY	SUPPLY
CBSYS	COMBAT SYSTEMS

RANK/RATE CODES FOR DEPENDENTS & OTHERS

RANK CODE	RATE	DESCRIPTION
AF	DEPN	AIR FORCE Dependent
AR	DEPN	ARMY Dependent
CG	DEPN	COAST GUARD Dependent
NA	DEPN	NAVY Dependent
GS	DEPN	CIVILIAN Dependent
CV	ITO	INVITATIONAL Travel Order

RENTAL CAR CODES

CODE	TYPE	CODE	TYPE
A	ECAR	F	EWGN
B	CCAR	G	CWGN
C	ICAR	H	IWGN
D	SCAR	I	SWGN
E	SPCL	J	EVAN

TRANSPORTATION CODES

	FIRST LETTER	SECOND LETTER
T	Transportation Required	A Auto
G	Government Transportation	P Plane
C	Commercial Transportation	R Rail
P	Privately-owned Conveyance	V Vessel
		M Motorcycle

Directions to change an order properly

When you have assigned an order a tango number and need to make a change (and, you have not Imported into Budget Mangangement):

1. Make the change in level one as necessary. When prompted with "Do you want to fund Changes to this travel order now? (Y-N), say "Y" for YES.
2. You will be prompted for your Level 2 password.
3. You will be taken to the funding screen and the cursor will be at the Action Block. Enter a "D" for Delete, then press [Enter] - the budget code pops up which you had originally funded the orders - then press [Enter] again. You will be prompted with a line at the bottom of the screen which will prompt you with "Funds APPROVED for Deletion as Shown (Y-N)? - enter "Y" for YES.
4. You will then be prompted with another message Perform ADDITIONAL Funds Approval (Y-N-or-X)? - enter "Y" for YES.
5. You will be back at the Action Block where you will type in "A" for Add and then select the budget code which will fund these orders. Press [Page Down] and answer appropriately.

If for some reason the order does not "IMPORT" into Budget Management, try resetting the flag and then "IMPORT" again. To reset a flag from the Main Menu select Administration. Look for the option that says "Flag Reset Utility" (option #9). You will be prompted if you want to see the directions, say "N" for NO. You will then be prompted for a password. This will be your level two Order Writer password.

The SDN will now be displayed, press the [Enter] key, then enter the tango number and press [Enter] again. You will see a flag or alpha character highlighted. Press [D] and then [Enter]. Leave the tango number blank to exit the Flag Reset Utility. Go back and "IMPORT". Your order should be there now. If not, then check your dollar amounts, they may not be any money associated with this order.

Directions for end of month reports - BOR/TL

Select Budget Management (#2 from Main Menu).

[Alt] [O] for ORDERS.

IMPORT your cost orders for the month.

After IMPORT is complete, check to ensure all your orders did IMPORT - if you issued 10 orders, select OBLIGATIONS, then BROWSE to actually see they are there.

If you are missing any, you will need to reprocess in the Order Writer, level two password - go screen "PF04".

If satisfied that all orders have successfully imported, POST TOTALS.

If you receive a "Missing Budget Report", you do not have funds allocated in the quarter for the particular fund code/s - check your Budget setup.

Finally, select REPORTS - TL/BOR Rpts.

The last three reports are necessary and be "unchecked" by using your arrow key, highlight report and press the space bar - this is a toggle (on/off).

As long as the first two selections have a ✓ (check mark) by them, proceed and select PRINT - you will need a blank formatted disk in your floppy drive.

You'll be prompted for the floppy drive where you want your reports to be placed (usually A:, to accept default just press [Enter]).

You will also be prompted for the floppy drive where you want your BOR transferred to, once again answer appropriately. It will also ask you for the month and year.

When you do your end of the month reports, ATOSPlus creates the reports and then transfers them to a floppy diskette. You need to take the disk to your SALTS operator and have the operator send the file named ZX0XXXXX.1 to STARS-FL via WINSALTS. It is the same way that Supply transmits their financial reports three times a month. If you have done any cancellations for a prior fiscal year, you may have another file which would be transmitted too - such as ZX9XXXXX.1. That would be for FY99 by the "9" after the first two letters "ZX". **Do not let them transmit the file name of Z99XXXXX.TXT.** This is a summary and would cause big problems in STARS-FL! Only the files starting with "ZX". That is the way your obligations actually post in the STARS-FL system.

Please, give a copy of this guidance to your SALTS operator so the operator will know which file/s to send to STARS-FL via WinSALTS!

Misconception of the BOR (Budget OPTAR Report) and the actual TL (Transmittal Letter)

There seems to be a universal misconception with the BOR and TL and what should happen with both files.

During the month, you process your cost orders, enter settlements, process your SFOEDL, update your Per Diem Tables, etc. At the end of the month, you process your end of the month reports. The system prints out several reports, and transfers these files to the diskette. The disk used to be mailed. As of April 98 (CNSL 272110Z APR 98) all SURFLANT activities were directed to electronically submit their TAD TL. It is the same procedure that Supply follows to send their S&E TL.

If you take the BOR message that ATOSPlus prints to your Supply for their consolidated report and think you are finished, think again. That disk that is created contains the TL, which needs to be taken to your SALTS operator and transmitted via WinSALTS to STARS-FL. You ask, "What file needs to be transmitted?"

If you have processed cost orders, there should be file named of ZX0*****.1 along with several others. ***** is the equivalent of your UIC. An example would be: ZX011111.1, and, if you had any cancellations, or credits from prior fiscal years, you would also have a file for them that would be transmitted too. An example of a prior fiscal year would be: ZX911111.1, or ZX811111.1. Be careful which files are sent. You may see a file name of Z99*****.TXT. This is a summary report, please do NOT submit this file.

Files that will be on the disk (only if cost orders processed for current year):

B0*****.1	BOR for FY00
B9*****.1	BOR for FY99 (will normally print for at least 6 months, after 6 months only if SFOEDL activity)
RDM*****.TXT	2156 - BCD UNFILLED ORDERS
Z99*****.TXT	Summary Report - do NOT send this report to STARS-FL
ZX0*****.1	Your FY00 TL - this is the file to send to STARS-FL
ZX9*****.1	FY99 TL if you had any credits/debits

(Remember: ***** = your UIC)

Guidance for Extracting Missing TAD TLS (Transmittal Letters)

Have you ever been contacted by the Fleet Financial Support Facility (FFSF), or, SURFLANT informing you there are missing TLS? Not to worry if you have been processing orders in **ATOS Plus** and doing your end of month reports. These TLS can be extracted and sent into the system. If you haven't, then there is a BIG PROBLEM. You need to fess up and admit to not using the system.

The way the TL/BOR System works:

You process your orders in ATOSPlus.

The end of the month, you process your reports.

You take the BOR message that **ATOS Plus** creates to Supply for the consolidated BOR message.

You take the disk that **ATOS Plus** creates to your SALTS operator for them to send your TL to STARS-FL (same way they transmit the Supply TL).

Both BOR and TL "meet" in the STARS-FL system. The BOR and TL should match as far as the TL# and amount being obligated. The BOR is a summary of the amount being obligated. The TL is the actual document that has the breakdown of each order being obligated for the month (these are summed to get the final total). If you send in a "fudged" BOR, guess what? There will not be a TL and consequently, you will eventually receive a greeting saying a TL/S are missing.

From the **ATOS Plus** Main Menu, select Budget Management.

Once inside Budget Management select [Alt] [L] for LEDGER, Subhead 1.

Find the TL # and the corresponding date (make note of the date/s).

Press [Esc] once. Use the left arrow key to move over to Reports Menu.

Select Other, TL/BOR History.

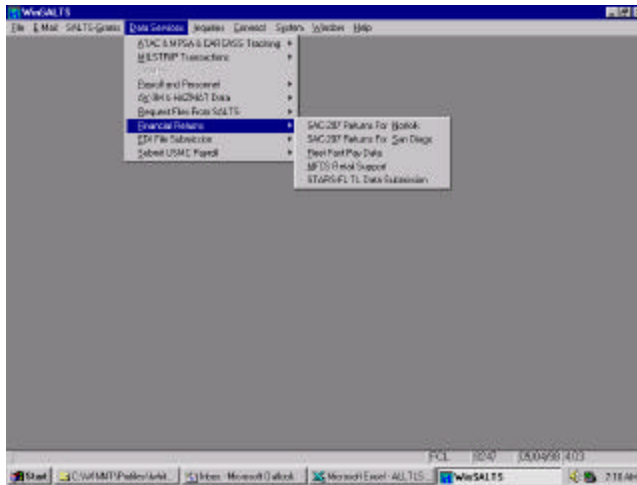
You will see a list of dates, find the corresponding date/s for the TL/S that you have been informed are missing. You will need a blank formatted disk for each TL.

Highlight the date and press the [Enter] key. You will be prompted for the drive to send the reports to (most default to A:). The reports will be written to the floppy disk. Only one TL per disk.

Once you have the TL/S, take your disk/s to your SALTS operator and have the SALTS operator transmit the file from your disk/s which starts with ZX0*****.1 (0=FY00,***** = your UIC) to STARS-FL via WinSALTS. If there is a file which starts with ZX9*****.1 (9=FY99,***** = your UIC), this will also be transmitted. Do **NOT** transmit a file named Z99*****.txt!

This will solve the Missing TL dilemma.

Transmitting TLS via SALTs

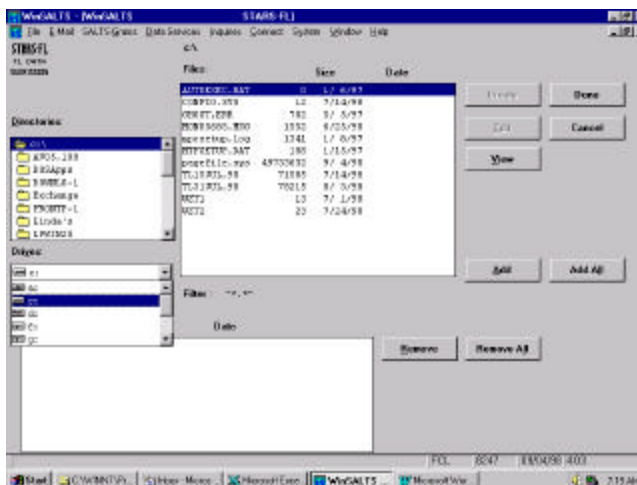


Select Data Services from the WinSALTS menu bar by either using your mouse pointer or pressing [Alt] [D].

From the submenu of Data Services, select Financial Returns by either using your mouse pointer or by pressing [F].

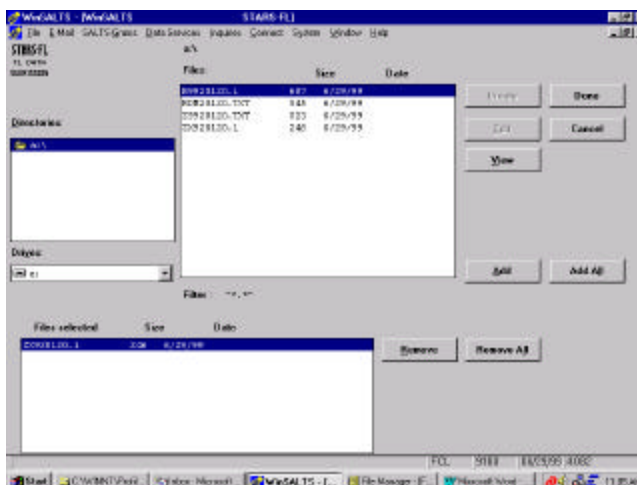
Select the last option STARS-FL TL Data Submission.

The next screen will ask you for the location of your file/s.



To change to the floppy drive, use your mouse pointer and left click once on the down arrow in the box where it says Drives. You will need to scroll up till you see the a:. Select the a: drive with your mouse pointer.

Once you select the floppy drive, a list of the files that are on the disk will be displayed in the box under Files as shown in the next picture.



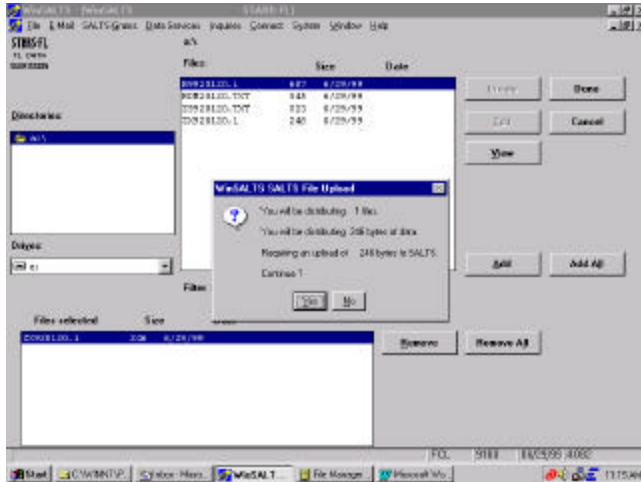
Select your ZX9****.1 file and click on the Add button. Your file will now be shown in the Files selected box. (**** = your UIC) Of course for FY00 it will be ZX0****.1

You may have another "ZX" file for instance, a ZX8****.1, where you had a cancellation.

Do NOT select the Z99****.txt file.
This is a summary file and not your
TL.

Lastly, use your mouse pointer to select the "Done" button in the upper right hand side of the screen.

(If there are any files that do not fall into the STARS-FL format, it will display a message telling you this.)



A dialog box will show you how many files you will be distributing including the total bytes. It will prompt you with "Continue?" Select the "Yes" button by using your mouse pointer and left clicking once.

You will not have to select a Destination for these files. It is already preprogrammed for these files to be transmitted to DMC Mechanicsburg.

If you had needed to remove a file, say one you had selected by mistake, all you would have to do is highlight the file while it is in the "Files selected" box and click on the "Remove" box with your mouse pointer.

You also have the choice to "Remove All" in case you decide you do not want to send the files after all.

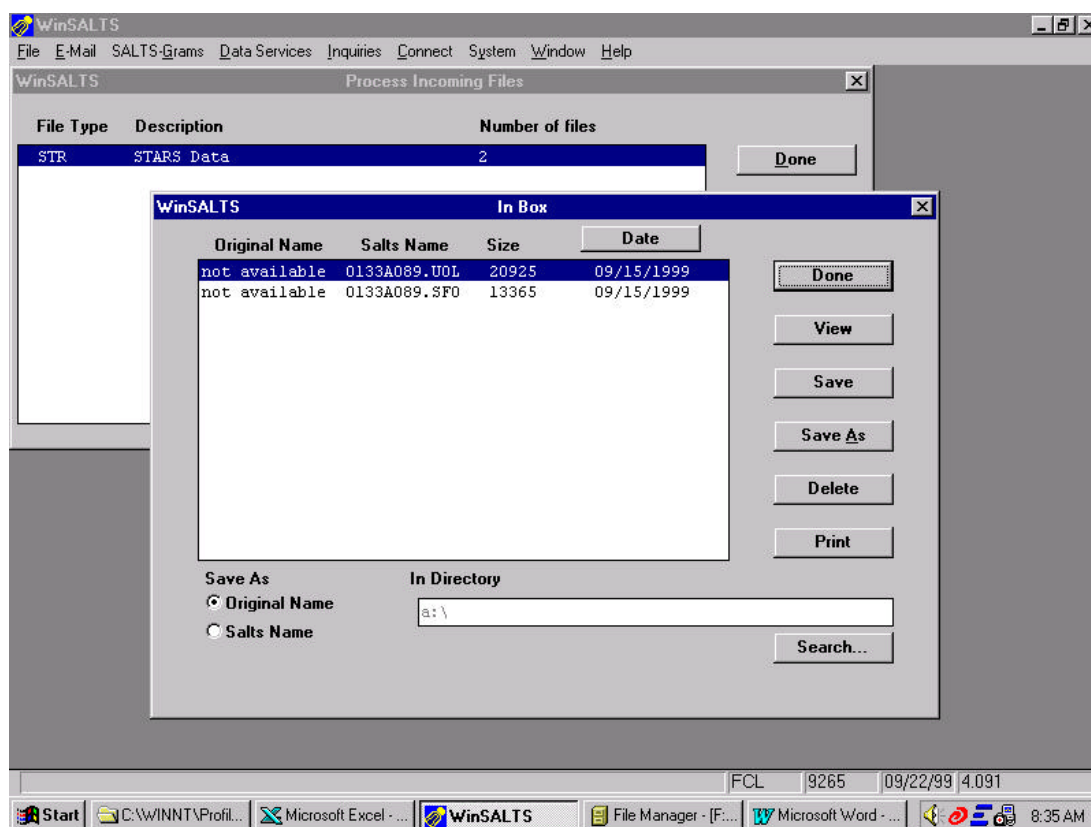
To finish the process, from the menu bar select Connect and follow the guidance in "Sending SALTS Grams".

Directions to SAVE STARS-FL SFOEDL and UOL files in transmitted via WinSALTS

Generally, around the 11th through the 14th of the month, SFOEDL and UOL files are "deposited" into your SALTS mailbox and will be downloaded with your normal download of email and other files from your SALTS mailbox.

DMC Mechanicsburg sends SALTS Central a rather large file containing all the SFOEDLS and UOLS for the entire East and West coast commands (ship and shore). SALTS Central "parses" these files out to individual files and if a SALTS account exists for the specific UIC, it is deposited into your mailbox.

The following screen is what you will see when you download this file. It is referred to as "STARS Data" in the Description and the Type is "STR":



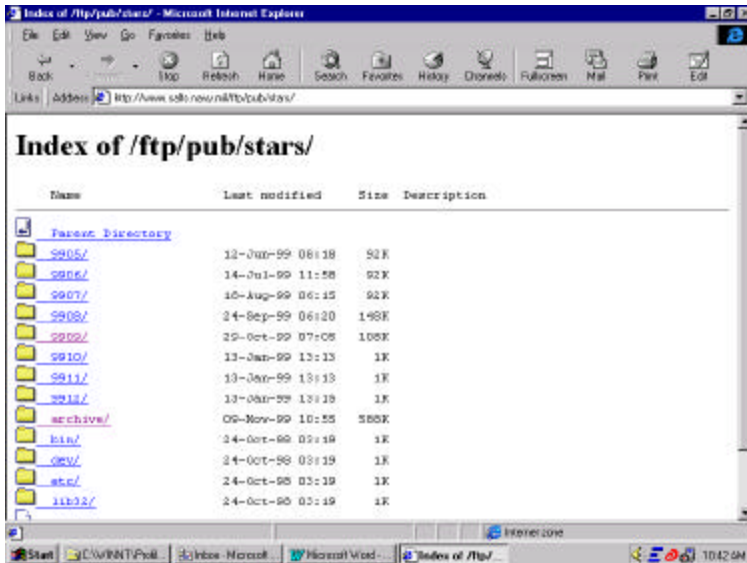
Fortunately, you can only save it as the Salts Name which will be your UIC plus the month and fiscal year and the extension, either .SFO for your SFOEDL file or .UOL for your Unfilled Order Listing.

At least the SFOEDL file needs to be saved to a diskette and given to the TAD Manager so that it can be run in the ATOS*Plus* travel order program. This is the only way that ATOS*Plus* can post differences. Supply manually works the paper copy that is received in the mail. But, ATOS*Plus* is dependent on this file. Eventually Supply too will use this file for processing through SNAP. This is the same file that is used to print out the "hard copy" which is mailed. Supply could print this out and get a head start on their challenges if they wanted to do so.

SFOEDLS & UOLS on the Internet

SFOEDLS from May 1999 to current are available at the following Internet address:

<http://www.salts.navy.mil/ftp/pub/stars/>

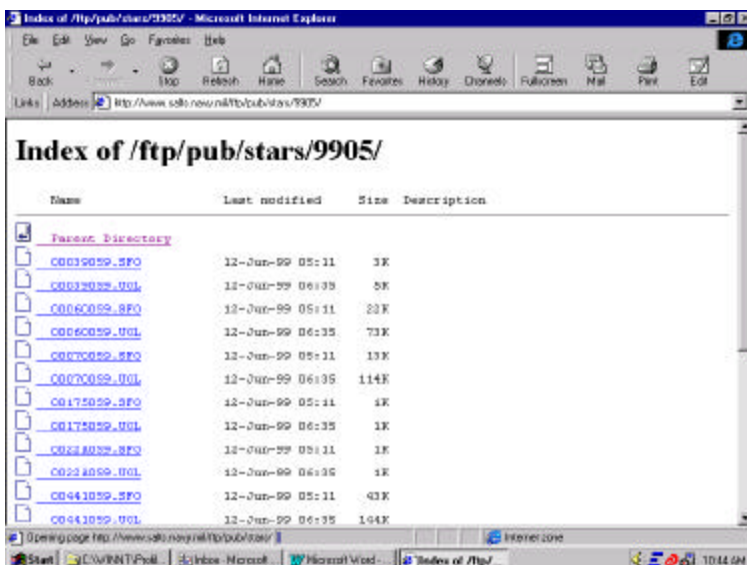


The picture at the left is the screen you will see when coming to the ftp site (file transfer protocol).

The directories are in monthly chronological order. "9905" equates to May 1999 and so on.

Use your mouse pointer and click once with the left mouse button.

Depending on the time of day (early morning and evening being the best time to access these records), it will take about 1 minute for the directory contents to display on your screen.

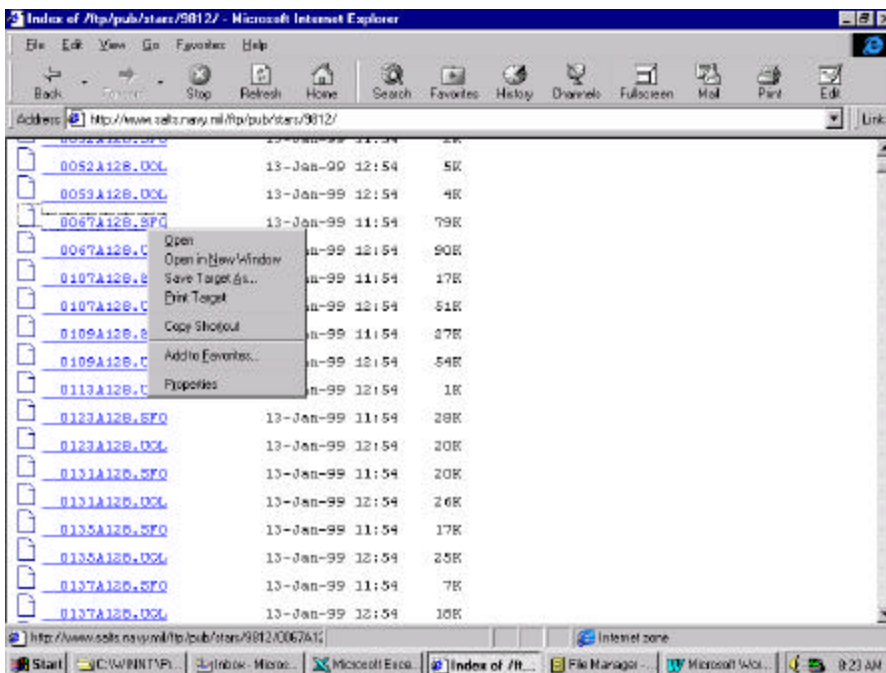


What you will see is a display with all UICS. You will see a SFOEDL & UOL for each UIC. If there isn't, there were no charges for the month. The picture below illustrates what you will see.

At this point you can save the file (either the SFOEDL or UOL) to either your hard drive or a floppy disk; or, you can display the file to your screen.

To view the SFOEDL or UOL, use your mouse pointer and click once with the left mouse button. Once again, it may take a little bit of time to display the file. Be patient!

To save the SFOEDL or UOL to your hard drive or floppy disk use your mouse pointer and click once with the right mouse button. A dialog box will display giving you several options as seen on the next page. This feature is used in Microsoft's Internet Explorer.

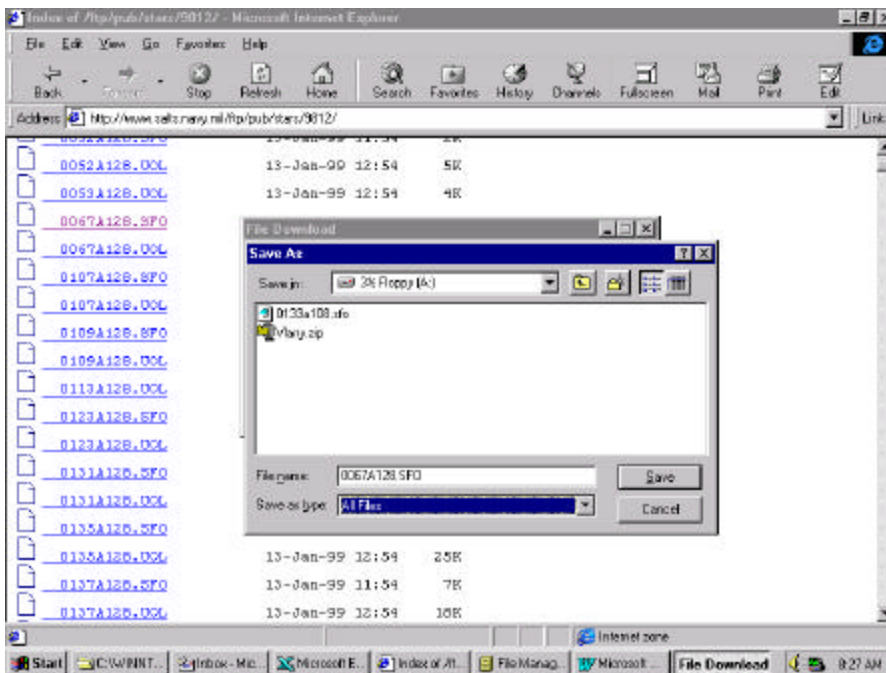


To save the file, select the third option - Save Target As...

Once again, it may take a little time to bring the actual dialog box up where you will be shown your options of where to save the file and also how to save it.

The next picture will show you the dialog box where you can see the options available to you.

You will need to select the down arrow at the "Save as type" box. Select "All Files" - this will save it with the original extension of either .UOL or .SFO depending on the file you are saving.



If you leave it as the default selection, Text Document, it will add an extra extension of .TXT on to the file name.

Leave the original file name and then select where you wish to save the file by clicking on the down arrow at the the "Save in" box. You can select your floppy drive or anywhere else on your hard drive.

Once you have made these selections, click on the "Save" button with the left mouse button.

To return to the main directory area where you can then select

another month/year, use your mouse pointer and click once with the left mouse button on the "Back" at the upper left hand side of the screen. You can repeat this process to retrieve another .SFO or .UOL file.

SFOEDL Processing

1. Think of the SFOEDL process as your bank statement and you are checking this with the checks that have cleared.
2. Select #2 - Budget Management from the ATOSPlus Main Menu.
3. Once inside Budget Management, press [Alt] [R] for Reconciliation.
4. Select the first option - Process SFOEDL Process. It will ask for the location of the SFOEDL file. You will need to change it to A:\ if it is not defaulting to it.
5. If you have more than one file on the disk, it will display all the files on the disk. Select the appropriate SFOEDL file. If you have more than one SFOEDL file on the disk select the oldest one first.
6. You will also be shown some reports on the right hand side of the dialog box. These are not really necessary and you may "uncheck" them.
7. The SFOEDL file will check the charge against your system's files - mainly the obligation and settlement file.
8. Once you receive a message that the process is complete you will select Recon Maintenance also under the Reconciliation sub menu. This list will show you any records that do not match for whatever reason. If it is empty - congratulations you did not have any discrepancies for that month!
9. If you had discrepancies take a look at them one at a time, don't try to scroll through them all if there are a lot - this will only discourage you!
10. There are a lot of reasons why you will have these fall outs (discrepancies) of which I will try and explain some of the more common ones:
 - A: Remarks states - **Settlement not found**. Look at the bottom of your screen which displays the possible key movements. If you press F4, you can pull up the original obligation by selecting Obligation and then EDIT. If the settlement is within the "ballpark" and you really do not have a copy of it on file, accept it. Escape out of the record you are currently looking at to go back to your Edit Records screen. Type in "A" for ACCEPT and your system will add the settlement record. If this is a simple Per Diem charge and it is less than originally obligated, the program may ask you if you would like to "Create an Adjustment?" Be careful when saying yes if there might be a possibility of additional charges. The DOC ID on Per Diem charges is "EXP" for an expenditure. If you are sure there was only the one settlement then indeed say "YES". This will initiate a credit which will be sent out on your next BOR/TL.
 - B: Remarks states - **Processed on TL #** (and a number is given) - if you will note, there is a "P" in the CC (challenge code column). Leave it there as a good challenge. Normally there will be another line dealing with the same SDN number. This is the charge you need to look at too and see why it shows as a discrepancy.
 - C: Remarks states - **DOV does not match, amount difference = \$0.00**. No problem here, sometimes DOV numbers are entered incorrectly. Since there is no money value in question, mark the CC with a "D" for deletion. However, if there is an amount, you need to research. Look to see what you have on file. Sometimes the amount showing on the SFOEDL fallout may be the person's advance entered incorrectly as an "EXP" (expenditure). If it does happen to match as an advance challenge it as such. Press the F2 key and look at the challenge code. Challenge it as such. You may even want to add some comments. Press the F6 key to add comments like "Please see attached - should be a 1K not a 2D". When you type comments in and you are finished, press the F7 key to save your comments.
 - D: Remarks states - **Transportation amount not within tolerance**. You will take note that transportation charges should be shown in the DOC ID field as an ETR. Normally when you call SATO and get a price for a plane ticket you would not know there was going to be any difference. But, when the ticket is paid, the government usually gets a discount. The price you are seeing on the

"fallout" is the actual price of the ticket. If this is a normal set of orders (NOT for emergency leave or medical) you can edit your settlement to match this price. Press the F4 key and then select Settlement and then EDIT. Replace the amount in the travel dollar field with the actual paid amount seen on the SFOEDL . If you are asked if you would like to create an adjustment, say YES. This will create you the difference from what you had originally obligated with the actual price.

11. The above are only some of the scenarios that are common. You need to research each record and try to determine if the charge warrants a challenge.

Mail challenges to:

Commander
Naval Base Norfolk (FFSF)
1682 Piersey Street
Norfolk, VA 23511-2797

WinNT 4.0 - Yes, ATOS*Plus* will work with a couple system changes

Your PC has been upgraded to WinNT 4.0 and now you say it won't work right. Well, it seems that DOS orientated programs have some difficulty running under WinNT 4.0, but with just a couple small system changes your ATOS*Plus* system will be up and running in no time!

It is suggested your ADP personnel handle these changes since it involves changes to your WinNT system files.

CONFIG.NT (usually resides in the C:\WINNT\SYSTEM32 directory)

The following lines to be inserted at the bottom of the config.nt file:

```
dos=high, umb  
device=%SystemRoot%\system32\himem.sys  
files=99  
buffers=30  
shell=%SystemRoot%\system32\command.com /e:1024
```

If using a network printer, WinNT requires a NET USE command in the AUTOEXEC.NT file for DOS applications. Enter the NET USE command as shown below but replace "server" with the name of the application server or shared printer and "printer" with the name of the printer they use. Unless otherwise specified, all DOS applications will be directed to the same printer. Note: Ensure you enter the name of the application server name not the name of the print server.

```
NET USE LPT1 \\\SERVER\PRINTER
```

One last item, the ICON that you click on to start your ATOS*Plus* program. Since this is a DOS orientated program, we have to jump through a few hoops to create this ICON.

Point your mouse at an empty section of your screen and press the right mouse button. This will bring up a dialog box where you will then move your mouse to highlight "New". Another dialog box will display options, select "Shortcut".

You will then be prompted to type in the location and the name of the item you want to create the Shortcut for, or to select the Browse button to find this item.

Enter **command.com** in this box.

Once you have entered command.com, use your left mouse button press the "Next" button located in the lower right hand corner of the dialog box.

You will shown "Select an name for this shortcut" and MS-DOS Prompt will be highlighted at this point. While it is still highlighted, type in ATOS*Plus*.

Use your left mouse button, click on the "Finish" button at the bottom of the dialog box.

An ICON will display on your background which says it is ATOS*Plus*, but the actual ICON is showing the MS-DOS Prompt.

Click on this ICON with your right mouse button. You'll see a dialog box, select the last option "Properties".

The next screen picture that you will see will shown numerous "Tabs" along the top of the box displayed on your screen.

We will only have to deal with two of the tabs. One will be the "Program" tab and the other one "Screen" tab.

Use your left mouse button click once on the "Program" tab. You will see that MS-DOS Prompt ICON and MS-DOS Prompt will be highlighted next to it. While this is still highlighted type "ATOSPlus" in this line. Press the [Tab] key and it will highlight "Cmd line". While this is highlighted, type in the complete path to your travel directory including the batch file used to start ATOSPlus (atosplus.bat). If your directory is called "TRAVEL" and is located on your C:\ drive you would type in the following:

C:\TRAVEL\ATOSPLUS.BAT

Make sure you know where the directory is and the correct name. Not all setups may be located on the C:\ drive and may not be named TRAVEL.

Once you have typed in the complete path and batch file press the [Tab] key, which will put you in the box for "Working". Type in your drive designator and directory name.

Upon completing the "Working" box, use your left mouse button, click on the button that says "Change Icon". It will pull up a dialog box which display the ICONS for WinNT, but we want to select our own ATOSPlus ICON so click on the "Browse" button with your left mouse button.

In the next dialog box, select the "down arrow" next to "Look in". Now, find the drive where your travel directory (or folder) is located and double click on it with your left mouse key. You may need to use your scroll bar at the bottom on the directory names to find your travel directory. When you locate the directory using your left mouse button, double click on the name. The travel directory will display numerous ICONS you may select from.

Use your left mouse button double click on the "Atosplus.ico" name. You will now see it in the "Current icon" box where you can actually see the version number. Press the "OK" button with your left mouse button.

You will then be back at the "Program" tab where you will see the "Atosplus.ico" ICON displaying next to box where you had entered "ATOSPlus".

The next tab we will change is the "Screen" tab. Using your left mouse button, click once on the "Screen" tab. Make sure that in the "Usage" area, that "Full-screen" is checked. If it isn't, click once with your left mouse in the little circle next to "Full-screen".

Next, click once on the "Apply" button at the bottom of the dialog box with your left mouse button and then on the "OK" button. It will take a few seconds for the ICON to appear - be patient! Remember to delete the old ICON that you had prior to creating this one.

NOTE: If you have upgraded to the new version 5.4.3 and your backup no longer works, delete the ICON you have for ATOSPlus and recreate using the directions included in this guidance. It has been a sporadic problem throughout the fleet. And, it works!

ATOSPlus LOK file Problems

Problem: When I try to access ATOSPlus I get a message that says “System Maintenance in Progress. Please try again later”.

Background Info: Whenever a system administrator initiates an ATOSPlus process (Re-Index, Backup, etc.) that requires everyone to be out of the system, a LOK file is created in the ATOSPlus directory. This file prevents other users from accessing the databases while the process is “running”. After the process finishes, ATOSPlus automatically removes the LOK file and allows multi-user access to resume. This “clean-up” process uses information stored on the admin user’s local PC to “remember” where the LOK file was written. The problem exists when the user is not allowed to write to the local root drive, usually C:\ drive or its folders. Note: For security reasons, some activities do not give users “write” permissions to the local drives. Consequently, the LOK file location is never written anywhere and normal clean up cannot occur.

Solution: Have your PC write the LOK files to the local TMP variable, usually set to the C:\TEMP folder. You can verify your settings by going to the *START* button, *Settings*, *Control Panel*, *System Properties* and viewing the *Environment* Tab. Both the TMP and TEMP variables will be defined. For instance:

TMP=C:\TEMP

One solution is to include a statement in the AUTOEXEC.NT file to tell your PC to redirect the ATOSPlus LOK file location info to a any user accessible drive, including a network drive. For example:

```
atos_mgr=D:\tmp
```

in this example, D:\TMP is a drive that the user can “write” to.

Alternatively, if limited access to C:\ drive isn’t a concern, write access to the TEMP folder can be allowed (possible with NT file permissions) so the user can “write” the LOK file location to the TEMP folder. However, this must be performed by a ADP/MIS administrator and may not be the best solution on classified PCs.